



Company/Organization Name: Hosted Records Inc.

Location: DLA Document Services – Great Lakes, IL

Position/Title: Scanning Operator

Duties/Responsibilities:

We have an immediate need to fill a full time position as a Scanning Operator, **must have a clean background check in place and be eligible for a Secret Clearance, OR hold an Active Clearance** that can be verified against JPAS to support a DOD on-site contract at DLA-Document Services Office in Great Lakes, IL.

Scanning Operator Specific Tasks:

Document Preparation. Prepare the documents for scanning to include: removal of staples, paper clips, and binding. Sort and organize the documents prior to scanning according to customer requirements.

Scanning and Conversion. Scan various size pages and upload to the DLA Document Services website called e-DOCS. The documents will be scanned at a resolution of 300 DPI. Perform optical character recognition (OCR) and convert the scanned images to PDF at an accuracy rate of 98%. Index the documents at a minimum of three (3) fields and within each document that requires indexing. Perform quality assurance to ensure accuracy of image quality and indexing.

Please contact Lizette Zurita at 703-635-4870 for more details and pay rate.